





ROUTING AND RECORD SHEET																																								
SUBJECT: (Optional)																																								
FROM: C/EPS		EXTENSION	NO. DATE																																					
TO: (Officer designation, room number, and building)		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; padding: 2px;">DATE</th> <th rowspan="2" style="padding: 2px;">OFFICER'S INITIALS</th> </tr> <tr> <th style="padding: 2px;">RECEIVED</th> <th style="padding: 2px;">FORWARDED</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td rowspan="15" style="vertical-align: top; padding: 5px;"> <div style="text-align: center; margin-bottom: 10px;">  </div> <p>For your retention</p> <div style="text-align: right; margin-top: 100px;"> DDA REGISTRY FILE: 45-17 </div> </td> </tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </tbody> </table>		DATE		OFFICER'S INITIALS	RECEIVED	FORWARDED			<div style="text-align: center; margin-bottom: 10px;">  </div> <p>For your retention</p> <div style="text-align: right; margin-top: 100px;"> DDA REGISTRY FILE: 45-17 </div>																													COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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MEMORANDUM FOR: Deputy Director for Administration

VIA: Deputy Director for Operations

25X1 FROM:

Chief, Evaluation and Plans Staff, DO

SUBJECT: Reconfiguration of EPS Space

REFERENCES: A. DDA Memorandum 0500-86, dated 14 March 1986
B. EXDIR Memorandum, dated 6 March 1986,
Subject: Repairs and Renovation

1. Approval is requested to proceed with Work Order No. 594562. This Work Order covers the reconfiguration of approximately 2300 square feet of space in the 2 D corridor of Headquarters to relieve serious overcrowding and air flow problems that have existed for some time. This project has been planned for some time and funding was approved by the DDO on 8 January 1985 (attached).

25X1 2. This area will be reconfigured to collocate the EPS
[redacted] to provide
acceptable working conditions, permit more efficient use of
limited secretarial personnel and take advantage of
25X1 approximately 250 square feet of space adjacent to the
[redacted] - space formerly used as training space by
25X1 DO/IMS and now available to EPS as a result of the move to
[redacted] Approximately 16 work stations, 16 Wang
terminals and one Data terminal will need to be relocated.

3. Final construction drawings have been completed and related furnishings, totaling \$13,200.00 have already been requisitioned. Estimated cost of the renovation is \$50,000, based on an estimated cost of \$22.00 per square foot. Failure to complete this project would result in an untenable situation for all employees concerned. It is imperative that we obtain OIT and OL support for this project as soon as possible.

25X1

~~CONFIDENTIAL~~

SUBJECT: Reconfiguration of EPS Space


25X1 4. If you require further information regarding this
request, please contact

25X1

Attachment:
As Stated

CONCUR:

25X1



Deputy Director for Operations

7 APR 1986

Date

APPROVED:

25X1

Deputy Director for Administration

29 APR 1986

Date

SECRET

MEMORANDUM FOR: Associate Deputy Director for Operations
FROM: [REDACTED]
Chief, Evaluation and Plans Staff
SUBJECT: Renovations to Space

1. Approval is requested to proceed with renovation/reconfiguration of approximately 2,300 square feet of space in the 2 D corridor of the Headquarters Building to improve work space occupied by the [REDACTED] of the Evaluation and Plans Staff. The current layout of the area is totally inadequate and must be redesigned to better utilize the space and relieve serious overcrowding and air flow problems that have existed for some time. The renovation will open up the area to accommodate both groups and will permit the more efficient use of two secretarial personnel.

2 This renovation includes approximately 250 square feet of space adjacent to C/OG's office, formerly used as training space by IMS and now available to EPS as a result of the move to [REDACTED] of portions of IMS. The renovation will be configured using the open space concept that will permit use by any future occupant.

3. A reconfiguration plan has been drawn up by Home and the estimated cost of the renovation is \$50,000 based on an estimated cost of \$22.00 per square foot. We spoke to you about our plans at our meeting last month on unfunded requirements and we had factored this into our realignment of the operating Budget.

APPROVED

[REDACTED]
Deputy Director for Operations

SECRET

544562

REQUEST FOR LOGISTICS SERVICES

9/9/85

Design BT

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION : Operations and Maintenance

Service Requested:

Request that a survey be performed and architectural plans drawn up for a renovation of DO/EPS areas 2D4908 and 2D45.

COMP	ACTN	INFO
1. O&MB		
2. ADS	✓	AC
3. BSS		
4. CCMS		
5. CS		
6. M&CS		
7. MPS		
8. E&CB		
9. IDC		

Attachment

XXX

Yes

No

Deadline Date, if applicable

Justification:

These spaces are currently occupied by EPS, [redacted] EPS [redacted] As currently housed, both groups, which are serviced by one secretary each, are inaccessible to each other. The EPS [redacted] space is particularly awkwardly devised. Purpose of the renovation is to co-locate the two secretaries, and reallocate space in both groups on a more equitable basis.

Special Considerations, if any:

Approved:

9/9/85

Location where work is to be performed (room no. & bldg.)

2D4908 and 2D45 Hqs

Contact Official

Cost Center

Tel. Ext.

Date of Request

4 Sept 85

(Dir., Off., & Div.)

DO/PCS, [redacted]

DDA 0500-86
14 March 1986

MEMORANDUM FOR: Deputy Director for Science and Technology
Deputy Director for Operations
Deputy Director for Intelligence

FROM: Richard J. Kerr
Deputy Director for Administration

SUBJECT: Telephone and Data Terminal Services

1. The budgetary crunch affecting the Agency is having a serious impact on our ability to continue to provide modifications to telephone and data terminal services. In an effort to manage costs, it is my decision to reduce installations, moves, and changes to an absolute minimum. Any decision to accept requirements that affect existing service will be made by the Director, Office of Information Technology. This action is a first step at cutting the costs associated with some of the vital services we provide. I solicit your support in this effort.
2. The freeze in services indicated above affects all Agency satellite buildings, as well as Headquarters, and is in addition to the freeze associated with the installation of the new non-secure telephone system.
3. Please relay this information down to all levels in each component.


/s/
Richard J. Kerr

ADMINISTRATIVE - INTERNAL USE ONLY

06 MAR 1986

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

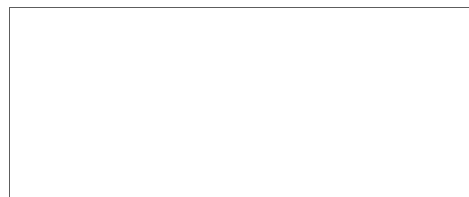
STAT FROM:


Executive Director

SUBJECT: Repairs and Renovations

The Deputy Director for Administration has brought to my attention a moratorium that he has declared on repairs and renovations beyond the bare necessities in his directorate. This moratorium applies to planned renovations at Headquarters, as well as those for the outlying buildings. Due to budget constraints, the Directorate of Administration (DA) will not undertake any renovations amounting to \$5,000 or less for the remainder of FY 1986 normally funded by the DA. In order to maintain consistency throughout the Agency and a sense of fairness to all Agency personnel, you are requested to curtail all renovation projects funded by your directorate for the remainder of the fiscal year. Any renovation projects which must be undertaken under these dire circumstances should only include the minimum essentials, i.e., installation of phones, power, and necessary terminal hookups.

STAT



OL 0010-86



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